



Position Description
Clerical Administrative Assistant
Full Time

Location:

Honolulu, HI

About OCS:

Orion Construction Services is a construction management firm that provides professional consulting and technical services. We are currently seeking a detail-oriented and organized Administrative Assistant to support our team.

Job Description:

Responsible for supporting the Business Manager and Managing Principals with the administrative and clerical duties of the company. Will also support the Managing Principals in coordination and project management related efforts.

Responsibilities:

- Maintain accurate and up-to-date office and project files, documents, and records, including contracts, correspondence, meeting minutes, and other important documents.
- Organize and file project-related paperwork in accordance with established filing systems and procedures.
- Assist with document preparation, formatting, and distribution as needed, ensuring consistency and professionalism in all communications.
- Draft, proofread, and edit correspondence, reports, and other written materials as requested by project managers and team members.
- Coordinate and schedule meetings, appointments, and conference calls, and prepare meeting agendas and materials as needed.
- Enter data into appropriate databases, spreadsheets, and other software systems accurately and efficiently.
- Assist with reports, generate and analyze data, create schedules and otherwise organize requested data using Microsoft Office or other software tools.
- Provide general administrative support to project managers and team members, including photocopying, scanning, faxing, and filing documents.
- Assist with procurement activities, such as obtaining quotes, processing orders, and tracking deliveries of materials and supplies.
- Perform other duties and special projects as assigned by supervisors or project leaders to support project objectives and deadlines.

Qualifications:

- High school diploma or equivalent.

- Valid driver's license and a clean driving record.
- Experience in HR, Project Management, Construction, or other administrative roles
- Proficiency in Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.
- Excellent communication, teamwork, and customer service skills.
- Ability to prioritize tasks, manage time effectively, and work independently with minimal supervision.
- Able to pass a criminal history background check by the State of Hawaii for airport AOA/Sterile Area access.
- Ability to read, write and speak English.
- Knowledge of airport operations and/or regulations a plus.

Pay Range:

There are multiple factors that are considered in determining final pay for a position, including, but not limited to, relevant work experience, skills, certifications, and competencies that align to the specified role, as well as geographic location, education and other provisions. The pay range for this position is \$20-\$35/hour and is dependent on experience. Benefits include Medical, Dental, Vision, Paid Holidays, accrued PTO, and 401K Match.

To Apply:

- Visit www.orionengineers.com/construction-management to submit a Cover Letter and Resume (as a single document), highlighting your experience.
- Selected applicants will be contacted and scheduled for an initial phone interview.
- Shortlisted applicants may be contacted and scheduled for an in-person interview.
- Shortlisted applicant's references may be contacted for verification of previous employment.

EEO

Orion is an Equal Opportunity Employer and employment opportunities are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, sex, pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.